

~~SECRET~~

HOURS OF WORK

Proposed Revisions to Paragraphs 5.b.(3)(a)  
through (c) and 5.b.(4) and (5)

5. SAME

a. Same

b. Same

(1) Same

(2) Same

(3) The effect of legal holidays on employees whose normal workweek is other than Monday through Friday is as follows:

(a) If the holiday falls on Sunday, and Sunday is not a workday for the employee, he shall be excused on his next scheduled workday.

(b) If the holiday falls on the first of the two nonworkdays of the employee's workweek (the equivalent of Saturday in a normal workweek), the employee shall not receive any holiday time off.

(c) If the holiday falls on the day which is the second nonworkday for the employee (the equivalent of Sunday in the normal workweek), the employee shall be excused on his next scheduled workday.

(d) If a legal holiday falls on a fixed day in the week (Labor Day and Thanksgiving Day, for example), and such a day is a nonworkday for the employee, he shall be excused from work on his next scheduled workday.

(e) If the work hours of an employee cover portions of two calendar days, the employee shall be excused for his entire workday commencing on a holiday or the day treated as a holiday in accordance with (d) and (e) immediately above.

SA/DDA:EDE:mj (9 April 1954)

Distribution:

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